

City of Troy BUSINESS INCOME TAX RETURN

On this site you will find the forms and information necessary to file your
CITY OF TROY BUSINESS INCOME TAX RETURN.

Returns are due within 3 1/2 months after fiscal year end. Calendar year filers are due by
April 15th of the next year.

IMPORTANT—Please read all enclosed information thoroughly. This site contains the forms
necessary for you to file and remit your City of Troy Business Income Tax Return.

The tax rate is 1.75% (unchanged).

Additional information regarding the filing of this return is also included on this site.

QUESTIONS?

OFFICE HOURS

8am—5pm Monday through Friday

OFFICE LOCATION:

100 S Market St, Troy OH 45373

PHONE: (937) 339-3861 FAX: (937) 440-1352

WEBSITE: www.troyohio.gov E-MAIL: income.tax@troyohio.gov

GENERAL INFORMATION

Who Must File

All corporations, partnerships, trusts, estates or other entities conducting business in, performing services in, or deriving income (or loss) from activities in the City of Troy.

Partnerships, Joint Ventures, Associations or other businesses owned by two or more persons and conducting business in Troy are required to file City of Troy returns on an entity basis.

This form is for use by Business entities only. Individual residents, or non-residents having Troy income (or losses), who file as sole proprietors, use Federal Schedule C, or have other types of income must obtain an Individual Income Tax Return from the Income Tax Division of the City of Troy.

Amended Returns

An amended return is necessary for any year in which an Amended Federal Return is filed or in which your Federal tax liability has changed. An amended return must be filed within ninety days of the filing date of any amended Federal Return and must include a copy of the Amended Federal Return.

Extensions

Extensions are now granted for an automatic 6 months. A city extension will be granted even if there is no federal extension. Payment in full of any tentative tax due must be paid by the due date as extensions are for time to file, not time to pay.

Operating Losses

Per Am. Sub. HB5 beginning with **Tax Year 2017** Losses will be tracked for 50% use against Tax Year 2018 Tax Returns. This 50% phase in will last for 5 years.

Supporting Documentation

Documentation is necessary to verify all amounts of taxable or non-taxable income, expenses and deductions, as applicable. Supporting documentation includes Federal forms 1120, 1120S, 1065, all appropriate federal schedules, worksheets, statements, and any documentation which is included with the Federal tax filing that supports the Federal tax return.

Additional forms, schedules or computations may also be needed to support your city return in certain circumstances.

Penalty and Interest

Penalty and interest charges are assessed on any unpaid tax liability after the due date of such liability. A late filing penalty will also be assessed whenever any return is filed beyond the due date (or extended due date if extension has been approved). Failure to file and pay estimated tax will also result in the assessment of penalty and interest charges.

When and Where to File

Returns must be filed on or before April 15 (for calendar year filers) unless Federal Holiday dictates otherwise, or within 3 1/2 months after the fiscal year end with the City of Troy, Income Tax Department, Business Audit Section, 100 S Market St, Troy OH 45373.

Any tax due must be paid when the return is filed. Checks or money orders should be made payable to the City of Troy.

Incomplete returns or returns received without signatures or without proper supporting documentation or information may not be accepted and may be returned to you; thereby creating a potential penalty or interest assessment or delays in refund processing. If a tax return filing is sent back for missing information and/or documentation, you must resubmit within the time frame indicated or your return will be deemed as a non-filed tax return, subject to applicable penalties and interest.

INSTRUCTIONS

Name and Address

Complete the name and address information, and federal employer identification number where requested. Make any necessary changes or corrections to the information that may be pre-populated on your form. Indicate the type of business entity and include explanation if "other" is indicated.

Line 1

Total taxable income from Federal form 1120, 1120S, 1065 or appropriate federal schedules. Complete Schedule X or Schedule Y on Page 2 of the tax return. Schedules and supporting documentation must be attached.

Line 2

Troy Tax Due - Line 1 multiplied by Troy's tax rate of 1.75% (.0175).

Line 3

Show total estimated tax payments made for this year

Line 4

Prior year overpayment is the amount of tax overpaid in prior year, not refunded, but transferred for use against the tax liability for this tax year.

Line 5

Add Lines 3 and 4 for total credits.

Line 6

Subtract Line 5 from Line 2 to compute the balance of tax due. If Line 5 is more than Line 2, proceed to Line 7 (if amount overpaid is \$10.01 or more). Note: If you have a balance due, and your overall liability to be paid for this tax year exceeds \$10, and if you have not completely paid the total estimate due which then creates a balance under \$10, you will be billed for the remaining balance due.

Line 7

If Line 5 is more than Line 2, an overpayment of tax exists. Enter the overpayment on Line 7.

Line 8

If Line 7 is \$10.01 or more then you may have the overpayment applied to the next tax year or refunded. Indicate your choice on Line 8. No indication will result in an overpayment credit to next tax year. Refunds will be processed in order of date received and refunds will be mailed within ninety days of receipt of a complete return.

MANDATORY DECLARATION OF ESTIMATED TAX DUE

Line 9

Indicate the amount of estimated tax due for the current tax year. You may base the estimate on current year tax due (Line 6 – this is known as “safe harbor”), or actual estimated amounts for the current tax year. Note: Filing and payment of estimate tax due is mandatory. Failure to complete the declaration and remit payments may result in penalties and interest being applied.

Line 10

You are required to pay a minimum amount of 22.5% for your first quarter installment. Multiply the amount on Line 9 by 22.5% (to have a total of 90% of liability paid in equal quarterly installments). You may choose to pay 25% each quarter to have the full amount of estimated tax paid.

Line 11

Show the overpayment from Line 8, if so credited. The overpayment from the current tax year as shown on Line 8 is applied to the first quarterly payment. If the over payment is greater than the first quarterly payment, the difference will apply to the next quarterly payment due.

Line 12

Line 10 minus Line 11. This is the balance of the first quarter estimated tax payment due.

Line 13

Line 6 plus Line 12. This is the amount due no later than April 15 (for calendar year filers) or within 3 1/2 months after the fiscal year end.

ACCOUNT INFORMATION UPDATE

This section should be completed to provide us with the most up to date information regarding your business.

Signature

The tax return must be signed and dated. If someone other than the taxpayer prepares the return, this party must also sign and show information requested.

ASSISTANCE

For assistance in understanding the requirements for completing this tax return, please refer to the City of Troy Income Tax Ordinance, Chapter 171. This Ordinance can be found on our website at www.troyohio.gov. Also please refer to Ohio Revised Code Section 718 for requirements mandated by State law. For further assistance, please contact our office at (937) 339-3861. Office hours are Monday through Friday, 8:00 am to 5:00 pm.

